EXAMPLE
Grant Application

Onsite Wastewater Management Plan Grant Application

TITLE: [Name of municipality] Onsite Wastewater Management Plan

PROBLEM/NEED:

Onsite sewage disposal systems (e.g., septic systems) serve the wastewater needs of approximately 150,000 Rhode Island housing units (or about 35% of all homes). When designed and maintained properly, onsite systems treat domestic wastewater very effectively. However, many of Rhode Island's onsite systems are substandard, beyond intended life expectancy and improperly maintained. Along with stormwater runoff, malfunctioning and substandard onsite systems have been cited as Rhode Island's greatest nonpoint source of pollution. Upgrading substandard onsite systems and managing onsite systems properly is a very high priority for management of Rhode Island's waters.

In recent years 14 Rhode Island communities have initiated projects to plan and implement onsite wastewater management programs for repair, replacement and maintenance of onsite wastewater systems. Approval of this grant request will enable [name of municipality] to develop an onsite wastewater management OWM) plan and become eligible for the community septic system loan program (CSSLP). Remaining funds will be used to implement the [name of municipality] onsite wastewater management program.

GENERAL PROJECT PLAN:

Upon approval of this grant request [name of municipality] intends to use a competitive bid process to hire a consultant to develop a plan in accordance with Criterion 2 of the Onsite Wastewater Management Project Criteria from Appendix III of DEM's Request for Competitive Grant Proposals for the Nonpoint Source Management Program. Once the plan is approved by DEM, [name of municipality] will seek a loan from the Rhode Island Clean Water Finance Agency under CSSLP.

Remaining project funds will be used to:

EXAMPLE ONLY

TASKS, SCHEDULES AND ESTIMATED COSTS:

Tasks	**Participants**	**Deliverables**	**Grant Budget**	**Match Budget**	**Month** [1]
1. Establish project steering committee	[name of municipality]	List of committee members	0	N/B[2]	1
2. Develop consultant services bid, issue bid and contract for services	[name of municipality]	RFP for consultant services, contract for services	0	$667	1-3
3. Develop an OWM plan using the steering committee for input and provide it to DEM for review and comment	Consultant, [name of municipality], steering committee	Draft OWM plan, minutes of steering committee meetings and attendance list	$9,000	$6,000	3-8
4. Hold a public meeting [e.g., town council meeting] to review and approve the	Consultant, [name of municipality], steering committee	Public meeting	$1,000	N/B	9

[1] Month numbers are based on the grant period. (The first month begins on the date of the grant agreement approval; month two begins on same number day of the following calendar month; etc.) Deliverables are to be completed at the end of the final month when listed as a range.

[2] N/B means not budgeted and refers to tasks for which resources may be expended, but are not to be recorded as match.

EXAMPLE ONLY

OWM Plan					
Provide OWM plan and materials from public meeting in Task 4 to DEM for final approval	Consultant, [name of municipality], steering committee	Final OWM plan, town council resolution or other formal town approval, public advertisement and meeting minutes	0	N/B	10
6. Seek categorical exclusion from SRF program and CSSLP loan	Consultant, [name of municipality]	Loan approval	0	N/B	11
7. Project administration	Consultant, [name of municipality]	Project reports	0	N/B	1-12
TOTALS			$10,000	$6,667	

EXAMPLE ONLY

DELIVERABLES:

1. RFP for consultant services.
2. Contract for consultant services.
3. List of steering committee members.
4. List of steering committee attendants and meeting minutes for each meeting.
5. Draft OWM Plan for DEM review and comment.
6. Final OWM Plan for DEM approval.
7. Town council resolution [or other formal municipal approval] of OWM plan.
8. Public meeting advertisement and meeting minutes.
9. CSSLP approval.
10. Administrative reports.

INTERAGENCY COORDINATION:

[Name of municipality] will use a steering committee and public review meeting of the OWM plan to engage public involvement. All meetings will be held in compliance with local and state laws regarding public meetings.

ENVIRONMENTAL RESULTS/MEASURES OF SUCCESS:

This project will be evaluated primarily on the successful approval of the OWM Plan and CSSLP loan. The project will also be evaluated by attendance of public meetings and participation in the steering committee meetings.

PROJECT MANAGER:

[Name and title of primary municipal official in charge of project administration]

Address:
Phone:
Fax:
Email:

ESTIMATED TOTAL COST, STATE AND MATCH AMOUNTS:

Grant:	$10,000
Match:	$6,667
TOTAL:	$16,667

EXAMPLE ONLY

BUDGET DETAIL

Project Name: [Name of municipality] OWM Plan

Estimated Personnel Expenses

Name	**Title**	**Salary**	**% of Time**	**Salary Costs**	**Fringe** (@30%)	**Total**
[Name]	Town Planner	$51,308	1%	$513	$154	$667
Totals						**$667**

Budget Estimate

	Total Costs	**Grant Requested**	**Non-federal Match**
Estimated Personnel Expenses (from above)	$667	0	$667
Contractual	$16,000	$10,000	$6,000
Indirect Cost			
Supplies			
Equipment			
Travel			
Construction			
Other			
Total	**$16,667**	**$10,000**	**$6,667**

EXAMPLE ONLY

Contractual Budget
Planning Consultant

1.	Onsite Wastewater Management Plan	$15,000
2.	Meeting facilitation and related expenses	$1,000
TOTAL		$16,000

TITLE: [Name of municipality] Storm Water Abatement Feasibility Study

PROBLEM/NEED:

[Name of watershed] is an area of [##] acres, surrounding [name of waterbody]. [Name of waterbody] has been assessed in [name of water quality study such as a TMDL] to be impaired by [list of pollutants that impair the waterbody (e.g., bacteria, nutrients, etc.)] for [list resource values (e.g., drinking water, shellfishing, swimming, habitat, etc.].

[Quantify importance of water resources with a brief (i.e., 1-5 sentence) description of historic uses, socioeconomic importance and/or ecological value.]

[Name of water quality study such as a TMDL] has identified storm water as a significant contributor to impairments being experienced in [name of waterbody]. The following locations have been identified as particularly significant for stormwater pollution:

[List of identified locations]

This project will assess the feasibility of constructing stormwater best management practices (BMPs) at each location using conceptual (i.e., 10%) designs. This will serve as a first step in implementing stormwater controls and restoring water quality and resource values to [name of waterbody]. Follow-up progress may include full (i.e., 100%) designs, permitting, exploration of watershed management alternatives and construction.

CATEGORIES OF NONPOINT SOURCE POLLUTION ADDRESSED

This project will conceptually address [list of storm water pollutants that impair the water resource] from storm water sources at [number of locations identified, above] locations.

PURPOSE:

[Name of water quality study such as a TMDL] has identified storm water as a significant contributor to impairments being experienced in [name of waterbody]. This project will assess the feasibility of constructing stormwater best management practices (BMPs) using conceptual (i.e., 10%) designs. This will serve as a first step in implementing stormwater controls and restoring water quality and resource values to [name of waterbody].

GENERAL PROJECT PLAN:

Upon approval of this grant request [name of sponsor (e.g., municipality)] intends to use a competitive bid process to hire a consultant to develop

conceptual (i.e., 10%) engineering design plans for [list of identified locations, above] which discharge to [name of waterbody]. The designs will be compiled in a document that will include site-by-site write-ups with the following:

- Conceptual layout of BMP options at each location.
- Size of catchment.
- Description of existing storm water system and controls.
- Estimated quantities of pollutant loadings.
- Available land and land ownership issues.
- Environmental siting constraints (such as soil type, presence of wetlands or other sensitive resources).
- Anticipated water quality benefit.
- Estimated cost of each option.
- Other important infrastructure siting constraints.
- Discussion of feasibility.
- Discussion of recommended approach.
- Potential funding options.
- [Other information as deemed appropriate by the sponsor.]

A 1 - 2 page tabular summary of all feasible BMP options at each location and a discussion of prioritized recommendations for the watershed as a whole will provided following the write-ups of the individual sites. The document will also include an appendix with all pertinent engineering calculations. The document will be reviewed in draft by a project steering committee that will include the following members:

[List of members typically includes representatives from the departments of planning, public works and engineering, town council, conservation commission as well as local neighborhood and watershed associations]

RIDEM will be provided with an opportunity to review the plan in draft. Once consensus is reached on the draft document, a public meeting will be held review design options with all interested parties.

EXAMPLE ONLY

TASKS, SCHEDULES AND ESTIMATED COSTS:

Tasks	**Participants**	**Deliverables**	**Grant Budget**	**Match Budget**	**Month** [1]
1. Establish project steering committee	[name of municipality]	List of committee members	0	$1,500	1
2. Develop consultant services bid, issue bid and contract for services	[name of municipality] and steering committee	RFP for consultant services, contract for services	0	$3,615	1-3
3. Develop a conceptual (i.e., 10%) design plan using the steering committee for input and provide it to DEM for review and comment	Consultant, [name of municipality], steering committee	Draft plan, minutes of steering committee meetings and attendance list	$18,000 [about $3,000/site]	$6,718	3-8
4. Hold a public meeting [e.g., town council meeting] to review and	Consultant, [name of municipality], steering committee	Public meeting	$2,000	$500	9

[1] Month numbers are based on the grant period. (The first month begins on the date of the grant agreement approval; month two begins on same number day of the following calendar month; etc.) Deliverables are to be completed at the end of the final month when listed as a range.

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approve the conceptual design plan					
6. Provide conceptual design plan and materials from public meeting in Task 4 to DEM for final approval	Consultant, [name of municipality], steering committee	Final conceptual design plan, town council resolution or other formal town approval, public advertisement and meeting minutes	0	0	10
5. Project administration	Consultant, [name of municipality]	Project reports	0	$1000	1-12
TOTALS			$20,000	$13,333	

EXAMPLE ONLY

DELIVERABLES:

- RFP for consultant services.
- Contract for consultant services.
- List of steering committee members.
- List of steering committee attendants and meeting minutes for each meeting.
- Draft conceptual design plan for DEM review and comment.
- Final conceptual design plan for DEM approval.
- Public meeting advertisement and meeting minutes.
- Administrative reports.

INTERAGENCY COORDINATION:

[Name of municipality] will use a steering committee and public review meeting of the conceptual design plan to engage public involvement. All meetings will be held in compliance with local and state laws regarding public meetings.

ENVIRONMENTAL RESULTS/MEASURES OF SUCCESS:

This project will be evaluated primarily on the successful development of the conceptual design plan. The project will also be evaluated by attendance of public meetings and participation in the steering committee meetings.

PROJECT MANAGER:

[Name and title of primary municipal official in charge of project administration]

Address:
Phone:
Fax:
Email:

ESTIMATED TOTAL COST, STATE AND MATCH AMOUNTS:

Grant:	$20,000
Match:	$13,333
TOTAL:	$33,333

EXAMPLE ONLY

BUDGET DETAIL

Project Name: [Name of waterbody] Stormwater Abatement Study

Estimated Personnel Expenses

Name	**Title**	**Salary**	**% of Time**	**Salary Costs**	**Fringe** (@30%)	**Total**
[Name]	Town Planner	$55,363	7%	$3,875	$1,163	$5,038
To be determined	7 Steering Committee Members	$15/hour	29 hours/each	N/A	N/A	$3,045
Totals						**$8,083**

Budget Estimate

	Total Costs	**Grant Requested**	**Non-federal Match**
Estimated Personnel Expenses (from above)	$8,083	0	$8,083
Contractual	$24,000	$20,000	$4,000
Indirect Cost			
Supplies			
Equipment			
Travel			
Construction			
Other--Bid advertisement	$1,250	0	$1,250
Total	**$33,333**	**$20,000**	**$8,083**

EXAMPLE ONLY

Contractual Budget
Planning Consultant

1.	Conceptual design plan	$22,000
2.	Meeting facilitation and related expenses	$2,000
TOTAL		$24,000